



How do I activate Bank Feed & add missing bank transactions

1. What is a bank feed?
2. How to bring in older transactions from online banking?

What is a bank feed?

Bank feeds mean Xero automatically collects bank statements from banks. This saves you having to manually import them yourself. *Get Bank Feeds* is the step you need to take to allow Xero to collect this information.

1. To activate the bank feed for 01 account you will need to print, sign and email this form back to bankfeeds@xero.com

A screenshot of the Xero web interface showing three bank account cards on the left and two summary panels on the right. The top-left card is for 'Bank Loan # 01' with a statement balance of (99,950.00) and a balance in Xero of (94,343.76). A red arrow points to a blue button labeled 'Get Bank Feeds' on this card. The middle-left card is for 'Bank Loan # 02' with a statement balance of (175,688.04) and a balance in Xero of (162,686.51). The bottom-left card is for 'Bank Loan # 03' with a statement balance of (179,026.71). The top-right panel is 'Money Going Out' showing draft bills (0.00) and overdue bills (7,741.00). The bottom-right panel is 'Expense Claims' showing current claims (0.00) and awaiting authorization (0.00). Each card includes a 'Manage Account' link and a small line graph showing transaction history.

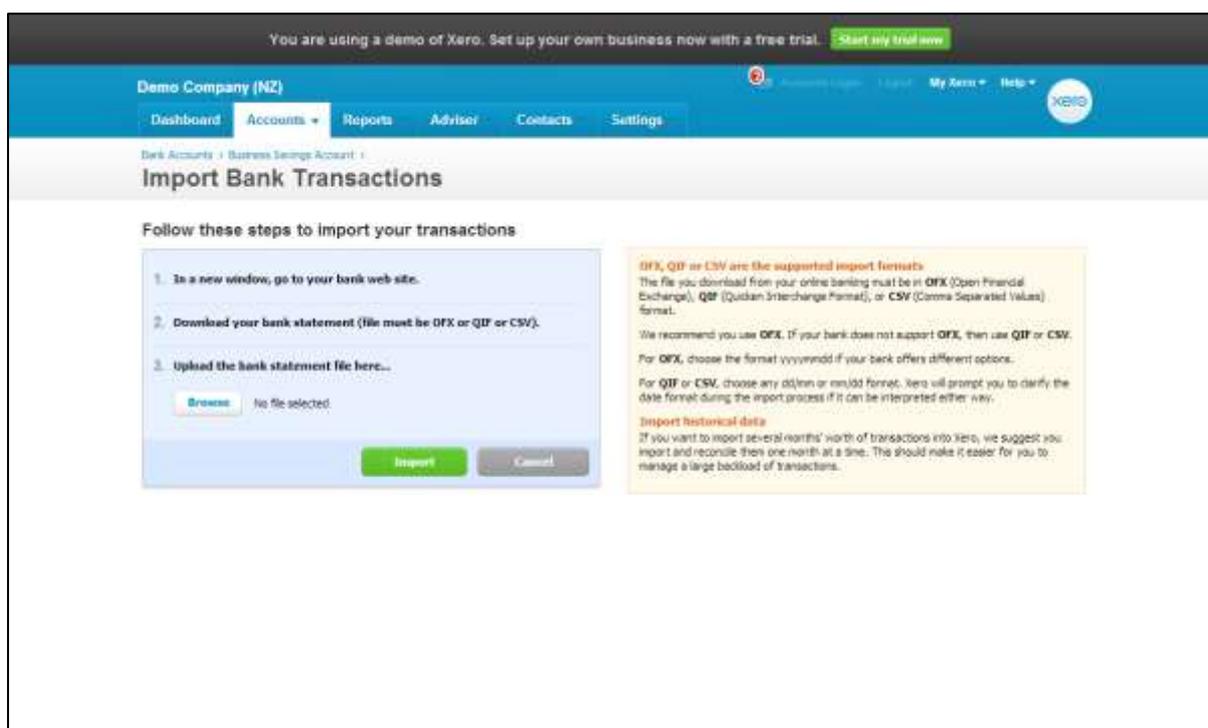
The information will only come into Xero from the bank in the near future once they have linked up together. You may need to bring in the history of what you see on your bank statement until the feed starts.

How to bring in older transactions from online banking?

1. Work out the date you need to start from in Xero. This might be the start of the financial year (ie. 31/03/2013).
2. In a new browser window, go to your online banking website for this account and login.
3. Each bank will have a slightly different setup. You are looking for the option to download your bank statement and save it to your computer. Choose [.OFX] or [.QIF] format for importing statements if possible (because of better data formatting).
4. Save file to your computer.

In Xero

1. On Dashboard, go to your bank account, select *Manage account* and *Import a statement*.

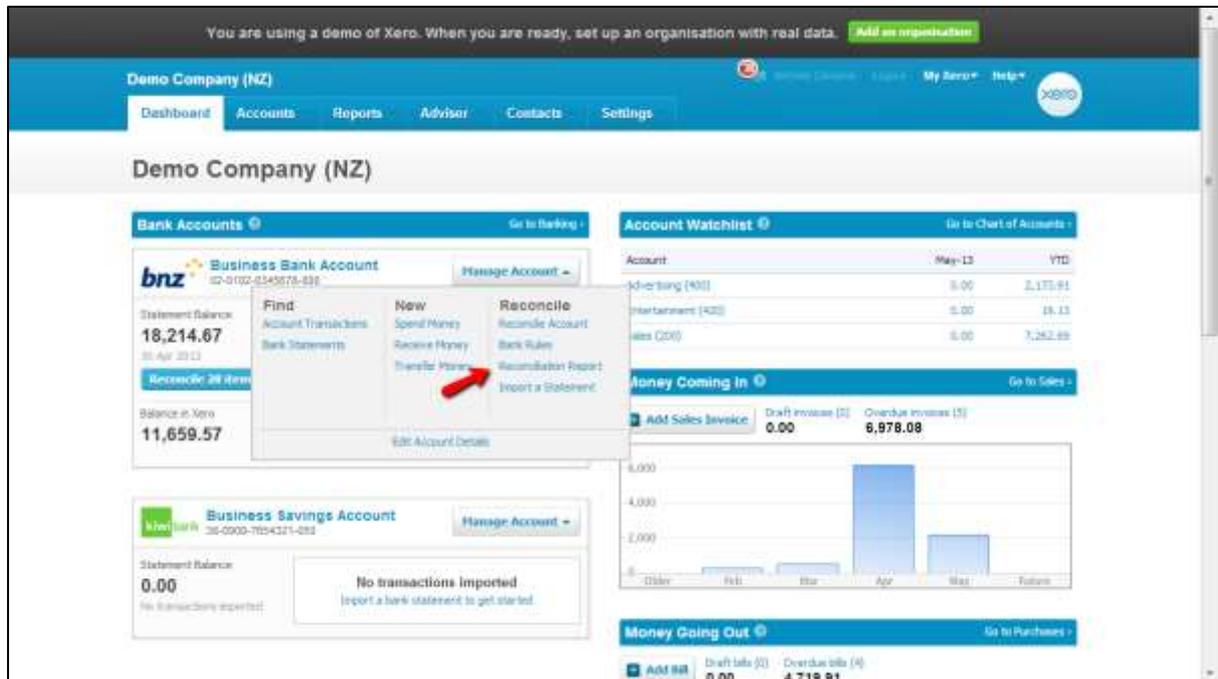


2. If you want to import several months we suggest you import and reconcile them one month at a time. This makes it easier to avoid mistakes. Click on *View All Statements* for this account if you are unsure which statement lines you have imported previously.
3. Browse to find the downloaded bank statement you just saved to your computer. Click on it.
4. Select Import. If unsure, you can cancel the import.

5. After you've imported your file The Bank Reconciliation screen displays the bank statement lines on the left. On the right is where you do the work to confirm the detail in Xero.

Checking for mistakes

1. When you have finished putting them in Xero you need to check for any double ups or missing lines. Run the Xero Reconciliation report.



2. Ensure the Xero bank statement matches what your bank says on a statement, or in your online banking. If not, click on the Bank Statement TAB on this screen and compare it line to line to your real bank statement to find the problem.

You are using a demo of Xero. When you are ready, set up an organisation with real data.

[Add an organisation](#)

Demo Company (NZ)

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Reports

Bank Reconciliation

[Wide view](#)

[Bank Reconciliation Summary](#) [Bank Statement](#) [Statement Exceptions](#)

Bank Account:	Date:	Update
090 - Business Bank Acct	21 Apr 2013	

Bank Reconciliation Summary

Business Bank Account
Demo Company (NZ)
As at 21 April 2013

[Add Summary](#)

Date	Description	Reference	Amount
21 Apr 2013	Balance in Xero		17,861.97
21 Apr 2013	Statement Balance		17,861.97

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